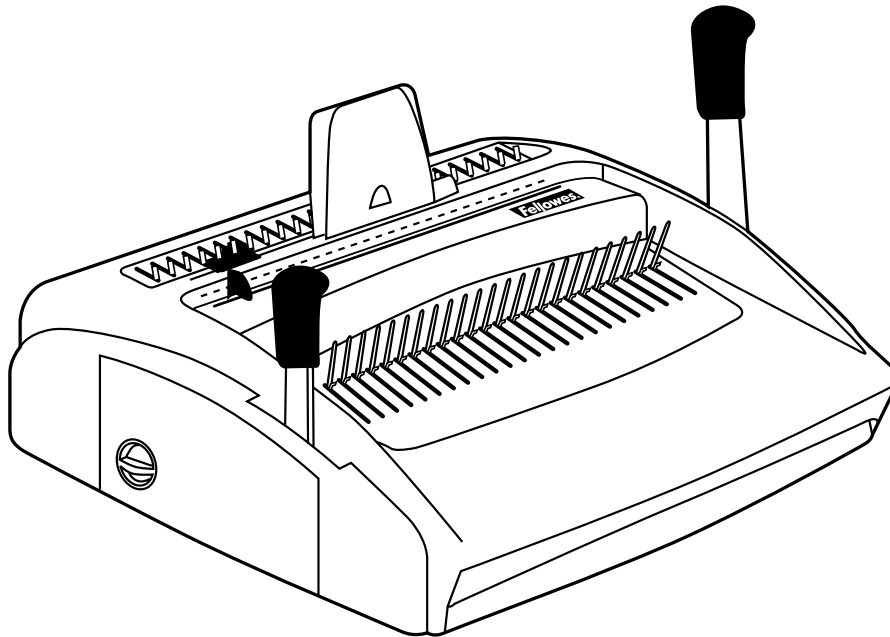


**Fellowes®**



**Operating Instructions**

**A**

**Mode d'emploi**

**B**

**Instrucciones de funcionamiento**

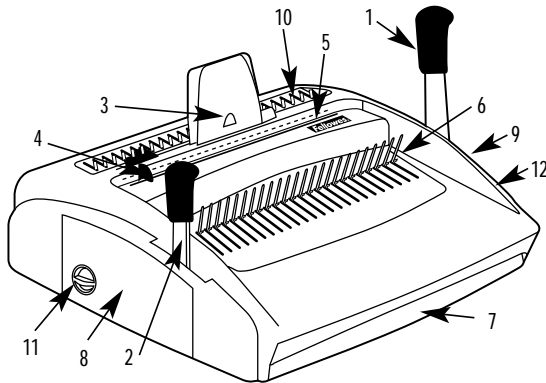
**C**

**Model/Modèle/Modelo:**

PB 300  
PB 400  
PB 500

## Equipment Parts

1. Punching Handle (PB 300/400 only)
2. Binding Handle
3. Sheet Supporter/Adjustable Comb Guide Selector
4. Adjustable Margin Guide
5. Punching Area
6. Binding Area (Metal Rakes)
7. Waste Paper Drawer
8. Left Side Cover
9. Right Side Cover
10. Disengagable Punching Dies (PB 400/500 only)
11. Margin Depth Setter (PB 400/500 only)
12. Binding Lock Dial (PB 400/500 only)
13. On/Off Switch (PB 500 only)
14. Punching Switch (PB 500 only)



PB 300 & PB 400

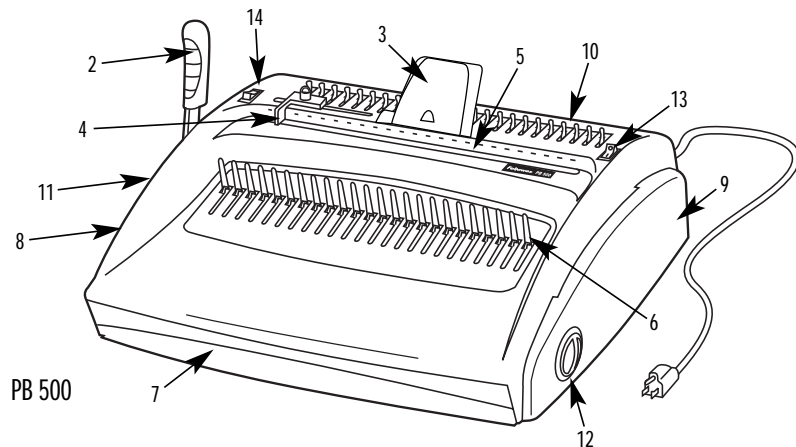
## Assembly

### To Assemble your PB 300/400 Binding Machine

1. There are two (2) handles supplied with the machine. Attach the longer (Punching Handle) to the right side of the machine by firmly pressing square hole of handle onto square shaft. To operate correctly, the handle should be positioned as illustrated. *NOTE: If the handle is not positioned as illustrated it will not punch.* Once the handle is fully attached, secure it by inserting the screw supplied.
2. Carefully attach the Right Side Cover over the Punching Handle.
3. Attach the shorter, handle (Binding Handle) to the left-side of the machine by firmly pressing square hole of handle onto square shaft, position as illustrated. *NOTE: If the handle is not positioned as illustrated, it will not bind properly.* Secure the handle by inserting the screw supplied.
4. Carefully attach the Left Side Cover over the Binding Handle.
5. To mount the Sheet Supporter/Adjustable Comb Guide Selector, first be sure the two (2) phillips screws are loose enough so the Supporter/Selector slides easily into place. Mount Supporter/Selector and secure by tightening screws.

### To Assemble your PB 500 Binding Machine

Follow steps 3-5 for PB 300/400 assembly instructions.



PB 500

A

B

C

# Using the Binding Machine

## Adjustable Depth Setter

### (PB 400/500 only)

The margin you want for your document depends on its contents and ultimate thickness. The PB 400/500 makes selecting margin depth easy with its unique margin depth setter. To use:

1. After choosing the appropriate comb diameter size, adjust the margin depth setting to correspond.

*NOTE: The number on the margin dial should correspond to the arrow on the cover.*

2. Setting Guide:

**Position 1:** 1/8" to 1/2" (3.2 to 12.7 mm)

**Position 2:** 5/8" to 3/4" (15.9 to 19.1 mm)

**Position 3:** 1" to 2" (25.4 to 50.8 mm)

## Punching Holes (PB 400/500 only)

A unique feature of the Fellowes Binding Machine allows you to punch various size documents by using the disengagable punching dies.

<u>Document Size</u>	<u># of Holes</u>
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Letter/Oversized Covers	19 holes
-------------------------	----------

A4	21 holes
----	----------

Legal	24 holes
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1. Set the machine to document size using the above chart. Disengage, or pull up metal pins for unwanted holes. It is recommended that you disengage from the right side of the machine allowing you to use the ruler by the margin guide.
2. Holes should always be *centered* between the top and bottom of paper edge. To center hole, set the adjustable margin guide for oversized covers (8-3/4"x11-1/4" • 222mm x 285mm), letter size documents (8-1/2"x11" • 216mm x 279mm), or legal size documents (8-1/2"x14" • 216mm x 357mm). For optimum results, first use several "practice sheets" to set up margin guide position.
3. Insert all sheets into the punching area. *NOTE: a maximum of 20 sheets can be punched at a time.*
4. Lower the handle to punch holes in paper.
5. Return handle to its original vertical position and remove sheets.
6. Repeat until all sheets and covers have been punched.

## Punching Holes (PB 300 Only)

Follow steps 2-6 for PB 400/500 Punching Holes instructions.

## Determining Comb Size

1. To select the appropriate comb for binding, insert complete document under "leg" of adjustable comb guide selector located on the bottom right side.  
*NOTE: Entire document should fit securely under "leg" to determine true comb size.*
2. Read the corresponding comb size from the center of the adjustable comb guide selector.
3. Raise adjustable comb guide selector to release entire document.

## Setting the Binding Lock Dial

### (PB 400/500 Only)

The PB 400/500 is equipped with a unique binding lock which is useful when multiple documents with the same comb diameter need to be bound. To use:

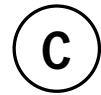
1. Open the plastic comb to the required position by using the binding handle.
2. Turn the dial (located on the right side of the machine) in a clockwise rotation until it tightens. The binding mechanism will now stop in the same preset position automatically.
3. Re-adjust binding lock when changing comb size.

## Binding The Document

1. Insert the plastic comb behind metal rakes on top of the machine. Be sure the open side of the plastic comb's teeth are facing upward.
2. To open comb, pull the binding handle toward self.
3. Insert the punched sheets into the open comb. (For a correctly bound presentation, the first page of your document should be the first one placed onto the comb).
4. To close comb, return the binding handle to its original vertical starting position, away from self.
5. To remove bound document lift upward.

## Emptying Paper Clippings

To remove, simply pull the waste paper drawer out. Its oversized design means emptying less frequently.



## Specifications

	PB 300	PB 400	PB 500
Maximum binding length	14 inches (340mm)	14 inches (340mm)	14 inches (340mm)
Maximum binding capacity	450 sheets	450 sheets	450 sheets
Maximum punching capacity (at a time)	20 sheets	20 sheets	20 sheets
Maximum binding diameter	2 inches (51mm)	2 inches (51mm)	2 inches (51mm)
Number of punches	19	24 (disengagable)	24 (disengagable)
Dimensions (L x W x H)	18 <sup>7</sup> / <sub>8</sub> " x 18 <sup>1</sup> / <sub>8</sub> " x 9 <sup>7</sup> / <sub>8</sub> " (480 x 460 x 250mm)	18 <sup>7</sup> / <sub>8</sub> " x 18 <sup>1</sup> / <sub>8</sub> " x 9 <sup>7</sup> / <sub>8</sub> " (480 x 460 x 250mm)	18 <sup>7</sup> / <sub>8</sub> " x 18 <sup>1</sup> / <sub>8</sub> " x 9 <sup>7</sup> / <sub>8</sub> " (480 x 460 x 250mm)
Weight	37.5 lbs. (17 kg)	42 lbs. (19 kg)	48 lbs. (22 kg)
Warranty	1 year	1 year	1 year

## Limited Warranty

Fellowes Manufacturing Company warrants all Binding Machines to be free from defects in material and workmanship for one year from the date of purchase by the original consumer. The exception to this are the punching dies which are subject to wear. If any part is found to be defective during the warrant period, your sole and exclusive remedy will be repair or replacement, at Fellowes' option and expense, of the defective part.

**A**

This warranty does not apply in cases of abuse, mishandling or unauthorized repair. ANY IMPLIED WARRANTY, INCLUDING THAT OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IS HEREBY LIMITED IN DURATION TO THE APPROPRIATE WARRANTY PERIOD SET FORTH ABOVE. In no event shall Fellowes be liable for any consequential or incidental damages attributable to this product. This warranty gives you specific legal rights. You may have other legal rights that vary from state to state.

**B**

For more detail or to obtain service under this warranty, please contact Fellowes Customer Service at 1-800-955-0959, Monday through Friday, 8 AM - 5 PM (Central Standard Time).

**C**

For specific instructions on obtaining service under this warranty on machines purchased outside the USA, contact the appropriate location listed on the back of this instruction manual.

Warrantor: Fellowes Manufacturing Company

**Contact For Service  
Vos Contacts Fellowes  
Sus Contactos Fellowes**

United States	1-800-955-0959
Australia	(In Melbourne) (03) 9330-3211 (Outside Melbourne) 1-800-331-177
Canada	1-800-665-4339
United Kingdom	01302-885 331
Japan	+81-3-5496-2401
Benelux	+31-(0)347-377988
Italy	+39-071730041
Germany	+49-5131-49770
France	+33-(0)4-72-08-25-45



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<b>Australia</b> Tullamarine, Vic	<b>Benelux</b> Vianen, NL	<b>Canada</b> Markham, Ont.	<b>France</b> Rennes, I-V	<b>Germany</b> Garbsen, Han.	<b>Italy</b> Camerano, AN	<b>Japan</b> Tokyo	<b>Poland</b> Warsaw	<b>United Kingdom</b> Doncaster, S. Yorks.
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